

# United States Bankruptcy Court, Central District of California

## CM/ECF Full Attorney Filing Privileges Agreement

*[Note: ECF users should retain this agreement for future reference.]*

By signing and submitting to the Court the “**Acknowledgment of Responsibility**” contained on the form titled **Acknowledgment of Responsibility and Request for Login ID and Password for Live Access to CM/ECF with Full Attorney Filing Privileges**, I understand that:

1. I agree to adhere to all of the rules, orders, administrative procedures, guidelines, requirements, instructions and local forms (including subsequent amendments) or any other directives issued by this Court or the Clerk of this Court in conjunction with use of this Court’s CM/ECF system.
2. I must obtain and maintain a PACER account login, in addition to the CM/ECF login issued by this Court.
3. I must maintain a valid primary e-mail address and elect to receive Notices of Electronic Filing, individually or in summary, via e-mail in cases in which I am involved. I must file a notice of change of mailing address in each case in which I am involved and notify the Court’s ECF help desk via e-mail ([ECF\\_support@cacb.uscourts.gov](mailto:ECF_support@cacb.uscourts.gov)) of any change to my primary e-mail address. Registered users who have also registered with BNC for noticing purposes must also notify the BNC of changes in service address information.
4. I must pay by credit card over the Internet for any fees incurred for transactions made in CM/ECF in accordance with the U.S. Bankruptcy Court’s Fee Schedule. Failure to do so on a timely basis will result in temporary loss of access to CM/ECF under the login and may result in dismissal of a bankruptcy petition or adversary proceeding, striking of a document and/or sanctions.
5. Pursuant to Bankruptcy Rule 9011, every petition, pleading, motion and other paper (except a list, schedule, statement, or amendments thereto) shall be signed by at least one attorney of record. Use of my login and password constitutes my signature on an electronically filed document for all purposes, including those under Rule 9011 and 28 U.S.C. §1746, and shall have the same force and effect as if I had affixed my signature on a paper copy of the document being filed. I must type or print my “/s/” and name on any document filed by me either above or below the signature line.
6. I may authorize one or more employees or office staff members to use any of my assigned logins and password for the electronic filing of a document. However, such use constitutes my signature on the electronically filed document. I will not knowingly permit use of my login(s) or password(s) by anyone not so authorized, I shall take steps to prevent such unauthorized use, and I shall be fully responsible for all use whether authorized or unauthorized. If authorization to use a login and password is withdrawn (e.g., when a staff member leaves employment) or if unauthorized use of a login and password is suspected, I shall immediately notify the Court to select and activate a new login and password. I shall also immediately notify the Court’s ECF help desk via e-mail ([ECF\\_support@cacb.uscourts.gov](mailto:ECF_support@cacb.uscourts.gov)) upon learning of any unauthorized use. I understand that failure to change the password and notify the Court under the aforementioned circumstances may result in sanctions.

7. Registration for filing in CM/ECF constitutes: (1) consent to receive notice electronically via the CM/ECF generated Notice of Electronic Filing (“NEF”) or Daily Summary Report (“DSR”) and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005; and (2) consent to electronic service via the NEF or DSR and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. In cases wherein service of electronically filed documents is required to be made on the United States and its agencies, corporations or officers, full compliance with Rules 2002(j) and 7004(b)(4), (5) and (6) of the Federal Rules of Bankruptcy Procedure is required.
8. Prior to electronically filing any document with the Court, I must verify the identity and obtain the original signature of the party or parties I represent on a paper copy of the document and must retain the original of that signed document for the length of time set by the court. I attest that I will advise the signing party that the document will be submitted to the Court electronically and the paper version of any electronic document filed by me will be an exact copy of the printed version and that no changes, alterations or other modifications will be made with the sole exception that the paper version will contain original signatures. I must type or print the name of any signer on any document filed by me either above or below the signature line and inclusion of the typed names shall be deemed a representation by me that the document was signed in original by that party, regardless of where /s/, /s, or s/ is reflected by the typed name.
9. For individual debtor cases filed electronically, I must obtain the original signature(s) of the debtor(s) I represent on a paper copy of the Statement of Social Security Number(s), and that I must retain the original of that signed document for the length of time set forth by the court. I must compare the social security number(s) provided by the debtor(s) on Official Form to the numbers entered into CM/ECF to ensure they are the same.
10. I acknowledge my obligation to obtain the debtor’s signature on the local form “Declaration” at the time the petition is signed and file the declaration with the debtor’s imaged signatures. Any subsequently filed amended petitions, schedules, statements, or plans must either be filed electronically with the imaged signature of the debtor(s) or accompanied by a declaration containing the imaged signatures of the debtor or the debtor’s representatives. The use of my login and password in filing a document containing the signature of another person is my representation to the court that, to the best of my knowledge, the document is a true and correct copy of the original document bearing such other person’s signature. In the filing of a bankruptcy petition, the use of my login and password is my representation to the court that I have in my possession a copy of the voluntary petition with the original signature of the debtor and a copy of the local form Declaration re: Electronic Filing containing the pertinent original signature(s).